



# लक्षद्वीप का राजपत्र

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GOVERNMENT OF INDIA  
LAKSHADWEEP ADMINISTRATION  
(COLLECTORATE)

Kavaratti Island,  
Dated : 27-01-2022.

### GUIDELINES FOR ISSUANCE OF LICENSE FOR TRADE/DEALERSHIP/BUSINESS/SHOP etc.

**F.No. 11/5/2020-COL/523 :-** In continuation to the notification dated 31-12-2021 regarding the guidelines for issuance of license for trade/dealership/business/shop etc., the District Collector, Union Territory of Lakshadweep is pleased to order the following procedure to be followed while issuing trade/dealership/business/shop license in the Union Territory of Lakshadweep.

The authority concerned to issue trade/dealership/business/shop license, shall hereafter issue such license adhering to the following procedures:

1. No Person shall keep or allow to be kept in or upon any premises in the area any of the articles for trade/dealership/business or use the premises for the purpose of transacting the trade without the license and in violation of the conditions made thereunder.

2. The license shall be issued in Form-A as appended herein.

3. Any person desiring and being entitled to under these Rules to carry on any trade shall apply to the concerned Deputy Collector-cum-CEO for any trade and occupation license in the prescribed Form-B as appended herein. The applicant has to file an application affixing stamp worth ₹ 50/- (Rupees fifty only) to the Deputy Collector-cum-CEO (SDM) of islands concerned.

Certified copy of the permission granted for diversion of land from one purpose to another obtained from Revenue authority under relevant rules of Land Diversion Rules; 2003 has to be attached with the application. Certified copies of possession certificate, title deed of the land and building has to be furnished along with the application.

4. If proposed to start business in building owned by any other person, certified copies of possession certificate, title deed of the building owner and his consent letter has to be attached with the application.

5. The concerned Deputy Collector-cum-CEO shall have the power to grant or refuse to grant the license applied for by the applicants. And if the license is refused, the reasons for refusal shall be stated in the order of refusal.

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PRICE : 75 PAISE

6. Validity of all trade/dealership/business/shop licenses shall be one year and it shall expire at the end of the financial year in which the license is issued. Hence all trade/dealership/business/shop licenses (including the existing one as on date) shall expire at the end of this licensing financial year i.e. 31<sup>st</sup> March, 2022 and it shall be renewed before expiry of date.

7. As on today, all those who are having valid license for trade/dealership/business/shop shall apply to the Deputy Collector-cum-CEO concerned for the issuance of new license under these new guidelines for such trade/dealership/business/shop.

8. Fresh and new application for license shall be considered by the competent authority as and when received.

9. The licensee shall be provide in the premises proper water supply, wash basins, sufficient light, ventilation and other amenities etc. as to the requirements of the specific trade and occupation.

10. The licensee shall be solely responsible for maintaining the premises clean and hygienic and for disposing the waste materials generated in the establishments or shops.

11. The licensee shall cause to take all precautionary measures to avoid fire hazards with respect to the shops dealing with fire or inflammable products, etc.

12. The licensee shall keep all the equipments related with the trade/business in clean and hygienic condition and use only the scales and measures certified by the Department of Legal Metrology, UTLA.

13. The issuing authority (concerned Deputy Collector-cum - CEO) or any other officer authorized by the issuing authority shall have the power to enter and inspect all the premises where trade/business/dealership/shop is carried out for ensuring the compliance of these rules.

14. No impediments or encroachment shall be made on the footpath or public road in front of the licensed premises by placing thereon such as chairs, benches, tables, soda water boxes, or any other articles in any manner.

15. Any licensee aggrieved by the decision of the Deputy Collector-cum-CEO may within 30 days from the date of such grievance, submit an appeal to the District Collector.

16. License is valid only for the premises specified in the license and if the Licensee desires to carry on such trade or any occupation connected therewith in additional room or space, he shall apply for a fresh license.

17. If the licensee vacates, or gives up possession or the premises during the period of the license, he shall inform the issuing authority in writing for record and further necessary action.

18. License is not transferable either as regard to the person to whom or the premises for which it is granted without written permission of the Deputy Collector-cum-CEO.

19. The licensee shall cause such license to be affixed in some conspicuous part of the licensed premises.

20. The license shall be liable to suspension or revocation, if the licensed premises are so kept, or any process or operation connected with it, is so carried on as to be, in the opinion of the Deputy Collector-cum-CEO, a source of public nuisance, or may cause danger to human life, health or property or in violation of the prescribed guidelines.

21. The amount collected in this regard will be remitted to Head of Account 0029 Land Revenue 800 other Receipts.

Sd/-  
(Dr. SHASHIPAL DABAS, DANICS)  
ADM, UTLA.

**ADMINISTRATION OF THE UNION TERRITORY OF LAKSHADWEEP  
DEPARTMENT OF REVENUE  
OFFICE OF THE DEPUTY COLLECTOR-CUM-CEO  
(CENTRAL/NORTH/EAST/SOUTH)**

**License to Trade/Dealership/Business/Shop etc.**

Licence is hereby granted to..... (name of the applicant) for making use of premises at .....(address of premises) of ward no.....of ..... Island, Union Territory of Lakshadweep for the purpose of .....on payment of a fee of .....per annum. The Licensee shall follow and fulfill the conditions given in the guidelines. This license shall be produced for inspection to any authorised officer on demand.

Licence is valid up to ..... and subject to further renewal as per the Rules.

(Seal)

Deputy Collector cum Chief executive Officer  
(Central, South, North, East)

Date :

If the license is to be renewed the application for such renewal the application for such renewal shall be made before the end of February of the year in which it is due to expire.

**Renewal**

1. Year 20.....to 20.....Receipt No. ....Date.....
2. Year 20.....to 20.....Receipt No. ....Date.....
3. Year 20.....to 20.....Receipt No. ....Date.....
4. Year 20.....to 20.....Receipt No. ....Date.....
5. Year 20.....to 20.....Receipt No. ....Date.....

**Conditions of Licence**

1. The license fee is non-refundable and it is valid only for the premises specified in the license. It shall be exhibited at a conspicuous place of the premises.
2. This license does not absolve the licensee from the obligations arising out of any other provisions of the law for the time being in force.
3. The licensee shall follow the conditions specified in the Rules.

**ADMINISTRATION OF THE UNION TERRITORY OF LAKSHADWEEP  
DEPARTMENT OF REVENUE  
OFFICE OF THE DEPUTY COLLECTOR-CUM-CEO  
(CENTRAL/NORTH/EAST/SOUTH)**

**APPLICATION FORM**

1. Full Name of the Applicant (Block Letters) :
2. Address of Correspondence :
3. Name & Style of Trade :
4. Relation of applicant with the entity functionary under the name and styles :-
5. Authority of the applicant to seek permission from the entity (support with due document) if any :-
6. Description of the Trade/Business premises :-  
(Location house no., ward no., Name of street, area of building prescribed given on drawing).

(Occupancy Certificate, N.O.C. of Owner).

7. (a) Indicate type of business :- or  
(b) Process of manufacturing in brief.
8. Indicate the mode of consumption of smoke/and other pollutions/disposal of drain water :-
9. Whether premises are fenced and guarded, if not, what measures are taken to prevent \* danger if any likely to be carried out to the public or trespassers or nearby resident:-
10. Whether permission of license has been granted by any other authority such as. Excise Department., Tourism Department and the nature of such license :-
11. 12 No. of employees appointed :-

The above information given by me true to the best of my knowledge and belief.

Place :-

Date :-

(Signature & Name)